



# Stockdale Road Primary School

## CAMPS AND EXCURSIONS POLICY

Stockdale Road Primary School has established a program of excursions, incursions and school camping activities to complement the academic curriculum and assist students to develop social and other skills. The philosophy of Stockdale Road Primary Schools' excursion, incursion and camping program is to:

- Reinforce, complement and extend learning opportunities beyond the classroom
- Develop a program that promotes self-esteem, establishes resilience, builds independence and fosters co-operation between students and staff

### PURPOSE

- Define an excursion as any activity beyond the school grounds;
- Define a camp as any activity involving at least one nights accommodation
- Outline the guidelines for organising events

### SCOPE

This policy applies to all school staff or volunteers involved camps and excursions at Stockdale Road Primary School.

### RESPONSIBILITY OF ALL MEMBERS OF THE COMMUNITY

The organisation of any excursion, incursion or camp is a co-operative endeavour undertaken to enhance the learning opportunities for all students. As such, each stakeholder has responsibilities.

### RESPONSIBILITY OF PARENTS AND CARERS

- Students are to be dropped off **at** the nominated time on the day of departure
- Students are to be collected **at** the nominated time of arrival on the day returning
- Students are eligible to participate in excursions, incursions or camps when payment has been made in full by the designated due date and the permission note has been returned. All families will be given sufficient time to make payments for excursions, incursions and camps prior to departure. Sufficient time is considered to be:

Event	Minimum notification
Incursion/Excursion	4 weeks
Camp	2 months

- Student misbehaviour whilst on school excursions or camps will not be tolerated. Parents or carers will be contacted and are responsible for all costs associated with picking up students if this occurs. Refunds are not available under these circumstances
- Students must wear their full school uniform whilst on excursions unless otherwise instructed
- Parents/carers may be invited by the teacher in charge to assist with the co-ordination and delivery of excursion or camp activities. If invited to participate, parents/carers must contribute



and may be required to pay any costs associated with the excursion or camp. Parents/carers must also have a Working with Children Check

- In instances where the school incurs a non-refundable cost when booking camps and excursions, refunds will **NOT** be available
- To ensure payments are made by the specified due date. Late payments will not be accepted

### RESPONSIBILITY OF PRINCIPAL

- Ensure the excursion and camp policy is implemented in a fair and consistent manner
- Nominate a teacher in charge for each excursion, incursion or camp who will co-ordinate and manage the activity
- Ensure an outline of the excursion and camping program for the school year is available to students, parents and carers
- Make provision for a payment plan option for parents/carers seeking support
- Maintain a procedural checklist to ensure compliance with Department of Education guidelines and other regulatory requirements
- Students who have demonstrated serious misconduct or who have a current disciplinary action against them are not eligible to attend an excursion or camp. Under these circumstances alternate educational arrangements will be made and no refund will be available

### RESPONSIBILITY OF ORGANISING TEACHER

- Meet with the Principal and/or Assistant Principal to discuss the proposed excursion and complete part A of the camps and excursions checklist no less than 10 weeks prior to the planned date for an incursion/excursion or 3 months prior to the planned date for a camp
- Ensure payment is finalised a minimum of 3 weeks prior to the date of the event
- Meet with the Principal and/or Assistant Principal to complete part B of the camps and excursions checklist 3 weeks prior to the planned date for the event

### CHILD SAFE POLICY

Stockdale Road Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making.

Stockdale Road Primary School has zero tolerance for child abuse.

Stockdale Road Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Stockdale Road has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision making and operations Stockdale Road Primary School will:

- take a preventative, proactive and participatory approach to child safety;
- value and empower children to participate in decisions which will affect their lives;
- foster a culture of openness that supports all persons to safely disclose risks of harm to children;



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- respect diversity in cultures and child rearing practices while keeping child safety paramount;
- engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
- ensure children know who to talk with in they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk'
- value the input of and communicate regularly with families and carers.

The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

*See Child Safe Policy, Commitment to Child Safety Statement and Code of Conduct.*

### EXCURSION EMERGENCY MANAGEMENT

The Department's Security Services Unit must receive a notification of school excursion activity in addition to the approval process undertaken by the principal or school council.

The details in the notification will be used to provide initial information to emergency services during an emergency.

If additional information is required during an emergency, schools will be expected to provide it from the documentation prepared before the excursion. Information may also be used from the [Student Activity Locator](#).

It is important that details of accidents at schools or during excursions be recorded on the injury management system on CASES21.

Schools are required to immediately notify the Security Services Unit of any incident that impacts on the safety or wellbeing of staff, students or visitors on:

Ph: (03) 9603 7999 - 24 hour service.

See

<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorreemergency.aspx>

### EXCURSION RESPONSE PROCEDURES

#### Venomous Bite

As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.

If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.

In the event of a snake bite occurring, the following treatment must be undertaken:

1. Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.
2. Seek medical aid urgently.
3. Calm the bite victim.
4. Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.
5. Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.



6. Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin.
7. Bandage as much of the bitten limb as possible.
8. Apply a splint to the bandaged limb with a second bandage.
9. Do not remove the splint or bandage once applied.
10. Continue to monitor the vital signs using "A-B-C" (Airway, Breathing, Circulation).

#### **Warning**

- Never wash the venom off the skin as retained venom will assist identification.
  - Never cut or excise the bitten area.
  - Never try to suck the venom out of the wound.
  - Do not try to catch the snake. However, a description of the snake may assist medical aid.
- Bandages applied during field treatment should not be released. Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.

#### **Bushfire**

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels much faster up hill than down hill. However, it is virtually impossible to outrun a fire whether it is traveling up hill or down.

##### **In case of an approaching or near-by fire:**

- Keep calm and reassure the group.
- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

##### **If trapped by fire:**

The heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames:

- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.

#### **Injury**

##### **In the event of a serious injury (or illness) to a student or staff member:**

- Provide appropriate first aid assistance for the injured person.
- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in the hope that the person will recover.



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- Protect and comfort the non-injured students.
- Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre, the regional office, and the parents of all students, see: [Excursion support - communication](#)
- **N.B.** As the media often reports on situations without full or correct details, it is important that the parents of all students are aware of the incident.
- Provide students and adults with appropriate first aid.
- Make sure the entire group is safe and warm.
- Keep detailed notes for a comprehensive report of the injury and incident, which must be retained by the school for purposes of legal liability.
- If the media becomes involved, handle them sensitively, isolating the students from reporters and cameras.
- If the police have attended, consider requesting the police officer in charge to inform and handle the media.
- For major incidents, assistance from police media liaison can be requested.
- In the case of a fatality, it is the role of the police, acting for the coroner, to contact the family.

### After the event:

- Post-trauma counselling for students and supervising adults is important and should be organised through the Department's regional offices.
- Record and file details of the incident that led to the injury and the resultant action.
- Consider what changes may need to be made through safety and risk management and planning for future activities.

### Lightning Strike:

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this the strike danger zone and advise people to follow the 30/30 rule.

#### The 30/30 rule

Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

#### General precautions

- Stay away from metal poles, fences, clothes lines etc.
- Never ride horses, bicycles or drive in open vehicles.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles or caravans but do not touch any metal sections.
- If undertaking water activities, leave the water immediately.
- If boating go ashore to shelter as soon as possible. (A bridge or high jetty may offer immediate protection.)
- Discard all metal objects.

#### If shelter is near-by

- Seek shelter in a hard top vehicle or solid building. Avoid small structures or fabric tents.
- Keep clear of windows.

#### If shelter is not available

- Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately. At night, a blue glow may show if an object is about to be struck.
- Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.



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- Keep out of, and well away from, water bodies or watercourses.
- Make sure the group is aware of the Lightning Safe Position. This involves:
- Squatting or crouching with knees drawn up and feet together, preferably on dry insulating material (eg. foam mat).
- Keeping hands off the ground.
- Spread group members out – about ten metres apart, but within calling distance.
- Never shelter under tree/s.

### First aid

- Apply immediate CPR to lightning victims until medical help arrives. (You won't receive a shock from the victim.)

### Lost:

Appropriate planning, preparation, organisation and management should remove or minimise the likelihood of anyone becoming lost during an outdoor activity. However, as a precautionary measure in locations where there is potential for participants to become lost, the following procedures should be considered in the planning and preparation.

Note: 'Lost' is defined as not just a navigational error, which could be confidently rectified given some time and effort, but total disorientation to the point of having no idea about one's actual location.

### In the event of becoming lost

For remote areas – stay put:

- Conserve energy and body heat (that is, make yourself warm and comfortable and await help).
- Seek a sheltered spot, preferably away from running water (noise interferes with signals and voices).
- Ration food and water in case help is delayed.

### Increase your visibility

- Display something bright, such as coloured clothing, tent or backpack.
- A smoky fire is one of the most useful means of attracting the attention of searchers. However, lighting a fire can be extremely dangerous in some circumstances and should only be lit if the group is confident it can manage a fire safely.
- Flash a torch or mirror.
- Use of a whistle-giving three short blasts at regular intervals. Searchers will use two short blasts in response if they hear the missing walkers.
- In order to conserve torch batteries and energy, only use a torch or whistle when searchers are heard or are likely to be nearby.

### For areas with well-defined boundaries, use a self-recovery strategy

- Head to a named feature. (Give students a description, such as 'the dirt track on the south of the course', and name the feature, for example, 'McMillan's track'. Have this feature written on the back of the map, as students tend to forget and become overloaded with too many verbal directions.)
- Use a whistle to attract attention.
- Be alert for supervising adults who will be roving or at a designated location.
- Remain calm. (Students who are overdue need to be confident that there is a search procedure in place - refer Search procedure for lost students.)

### Medical Conditions

Principals should ensure that excursion supervising staff are familiar with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions.

The risk of infecting other students and staff means that students suffering from ear infections, throat infections, colds, papillomas and other contagious infections should not be permitted to enter swimming pools and other swimming venues until they have recovered.



It is advisable to seek advice from a parent before including any student with a chronic illness in a swimming based activity. If there is any doubt concerning a student's reaction to any aspect of the activity, the parent should be advised to seek a medical opinion on the matter.

As far as possible, students with medical conditions should be encouraged to take part fully in excursion activities. However, where special precautions are required and the school is unable to provide the necessary supervision, the parents must take responsibility for ensuring that safety requirements are met without interference to the supervision of others participating in the activity. If a student's suitability for inclusion in an excursion activity is in doubt, the principal should consult the student's parents and the student's doctor, or seek advice from the Department of Human Services. Under such circumstances, a medical certificate should be provided confirming the doctor's approval for the student to participate in the planned activity, at the specified location and for the duration of the activity.

### **Hypothermia**

Exposure to cold conditions can lead to an illness known as hypothermia. It is a progressive condition that starts with shivering. Further stages are mental confusion, muscle stiffness, irregular heartbeat, unconsciousness and, ultimately, death.

For many months of the year, the water temperature of most of Victoria's waterways and cold-water swimming pools is sufficiently low to induce loss of body heat. Water temperatures are unlikely to be so low as to produce the extremes of hypothermia, but swimming based activities should not be conducted if there is a danger to students.

It is recommended that students wear wetsuits for surfing, snorkelling and scuba diving activities in Victorian coastal waters.

### **Epilepsy**

This section applies if a student has been observed or is otherwise known to be subject to epilepsy or any form of medical condition involving periodic loss of consciousness. Such a student should be permitted to participate in the activity as long as a medical certificate is provided stating that the program appears to present no undue risks for the student at that time.

A new certificate is required if a further episode of loss of consciousness is known to have occurred or every twelve months. A certificate that is conditional upon special precautions being taken should not be accepted unless the parents arrange the additional supervision necessary and accept complete responsibility for the safety of their child during the activity.

Even then, participation should only be allowed if the principal is satisfied that the special arrangements will not interfere with the conduct of the activity.

### **Asthma**

Many outdoor and adventure activities are regarded as strenuous and students with asthma may require medication before and during these activities. Staff must ensure that all students with asthma carry their own nebuliser with them for all activities. In addition, suitable medication should be available in the school's first-aid kit.

Principals should request that parents of students with asthma provide written consent to their child's participation in the activity. This consent should indicate that their doctor has no objection to the student participating in the particular activity.

Students with severe asthma who wish to participate in snorkelling and scuba diving activities are required to provide a certificate from a medical practitioner and an asthma management plan.

Templates are available through Asthma Victoria.

### **Diabetes**

To prevent insulin or hypoglycaemic reactions, student with diabetes must be permitted to take extra food at any time, particularly before physical activities. Staff must ensure that students with diabetes have ready access to appropriate food (for example, fruit, biscuits or fruit juice).

With these precautions, all students with diabetes should be encouraged to take full part in all swimming-based activities. The Royal Children's Hospital Diabetic Clinic is able to provide additional information or advice to the school, if required.



## Sun Exposure

### Ultraviolet radiation

Overexposure to the sun during childhood and adolescence is known to be a major cause of skin cancer. Schools are encouraged to develop a specific policy and set of procedures to minimise the danger of excessive ultraviolet (UV) radiation exposure for students and staff as part of the school's duty of care.

The following factors should be taken into account in the development of an effective sun protection policy, which should be implemented continuously throughout the year.

- The danger period for UV is between 10.00 am and 2.00 pm (11.00 am and 3.00 pm daylight saving time). Damage can occur before and after these hours, but it takes longer to occur.
- Everyone is at risk of developing skin cancer. Fair-skinned people with reddish or fair hair are at greatest risk; people with an olive complexion and dark hair have a lower risk, but still require protection.
- UV cannot be seen or felt and UV levels are not related to air temperature. There can be high levels of UV on cool days.
- UV levels are higher during the summer than during winter months. UV levels do vary from day to day, and a high UV day in April or October may be more damaging than a day of heavy cloud in January.
- Reflected UV from light-coloured and shiny surfaces can reach a person under a hat and in the shade.
- At high altitudes where the atmosphere is thinner, the amount of UV reaching the skin can be much higher than at sea level. The use of sunscreen should be encouraged throughout the year in these locations.
- Fresh snow reflects almost 90 per cent of the UV that falls on it.
- Hats with a broad (at least 8 centimetres) brim made of a closely woven material and legionnaire-style hats may be appropriate, particularly for younger children.
- Sun-protective clothing. Loose, closely woven cotton fabrics and shirts with a collar and long sleeves are ideal.
- Broad spectrum, water-resistant SPF 30+ sunscreens. To be effective, sunscreen must be applied to clean, dry skin, fifteen to twenty minutes before going into the sun. No sunscreen provides complete protection against the sun. Hats, clothing and other forms of natural protection should be encouraged as a first measure for protection.
- Skin protection by waterproof sun creams or clothing is necessary while in the water.
- Special preparations, such as zinc cream, are available for sensitive areas, including the face and lips.
- A small number of students may have allergic reactions to the chemicals in sunscreen. Such allergies should be identified by parents when they provide the school with medical advice about their children. Any adverse reaction from sunscreen should be reported to parents.
- Consider the use of sunglasses.

Swimming activities, more than other outdoor activities, may expose students to UV radiation.

## REVIEW CYCLE

This policy was last updated on October 2018 and is scheduled for review in October 2022.